

Resolution No.: 16-663
Introduced: July 22, 2008
Adopted: July 22, 2008

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council at Request of County Executive

SUBJECT: Approval of Executive Regulations 23-08, Deputy Director, Department of Transportation

Background

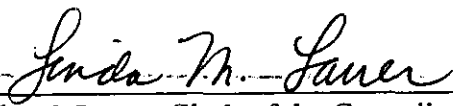
1. On July 14, 2008, the County Executive forwarded proposed Executive Regulation 23-08. The Executive stated that the purpose of the amendment was to change the title of the position to Deputy Director, Department of Transportation.
2. The Council must review the regulation under method (1) of Section 2A-15 of the County Code.
3. Under method (1), a proposed regulation does not take effect until the County Council approves it.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulation 23-08, Deputy Director, Department of Transportation is approved.

This is a correct copy of Council action.


Linda M. Lauer, Clerk of the Council



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Deputy Director Department of Transportation	Number	23-08
Originating Department	Office of Human Resources	Effective Date	July 22, 2008

Position Description for Deputy Director, Department of Transportation

Executive Regulation No. 23-08

Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 1A-104(b)(2), 2-56, and 2A-15(f)

Supersedes: Executive Regulation 50-95

Council review: Method (1)

Montgomery County Register, Volume 25, Issue 6

Comment deadline: June 30, 2008

Effective date: _____

Summary: This regulation supersedes Executive Regulation 50-95 which provided a position description for the non-merit position of Deputy Director, Department of Public Works and Transportation. This regulation changes the title of the position to Deputy Director, Department of Transportation. Montgomery County Code Section 2-56 designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

Address for comments Office of Human Resources, Executive Office Building, 7th Floor
101 Monroe Street, Rockville, Maryland 20850

Staff contact: Stuart Weisberg, 240-777-5154, or stuart.weisberg@montgomerycountymd.gov

Please use the key below when reading this regulation:

Boldface	Heading or defined term.
<u>Underlining</u>	Added to existing regulation by proposed regulation.
[Single boldface brackets]	Deleted from existing regulation by proposed regulation.
<u>Double underlining</u>	Added by amendment.
[Double boldface brackets]	Deleted from existing or proposed regulation by amendment.
* * *	Existing language unchanged by executive regulation.



MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject	Position Description for Deputy Director Department of Transportation	Number	23-08
Originating Department	Office of Human Resources	Effective Date	

Position Description for Deputy Director, Department of [Public Works and] Transportation

Definition of class:

This is executive level, policy-making work in the area of [public works and] transportation management which reports to and carries the full authority of the Director, Department of [Public Works and] Transportation. This is an appointed, non-merit position in the County Government responsible for policy development as well as operational management activities for the Department. An employee in this position is expected to solve complex, politically sensitive problems associated with [public works and] transportation issues utilizing negotiation and human relations skills. This position serves as both the personal representative of the Director and as the Department's Deputy Director with operational and policy-making authority over all principal offices, divisions, and programs in that Department. Key responsibilities include examining issues and problems relating to [public works and] transportation, and developing responsive and fiscally sound policies for the Department's programs which impact on a variety of public, private, and community interests and operations. The work involves the planning, development, and implementation of County Government [public works and] transportation programs which are essential to the County Government's mission and affects large numbers of people throughout the County.

Examples of duties:

Directs and actively participates in the development of [public works and] transportation policy for Montgomery County and the examination of numerous diverse and complex issues and problems directly related to [public works and] transportation management.

Meets with and makes verbal and written presentations before appointed and elected officials, community organizations and private sector business representatives, and officials of both



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regulatory and non-regulatory local, State and Federal Government agencies.

Develops and oversees administration of Department-wide policies and procedures which govern the actions taken by subordinate management and supervisory personnel.

Directs and actively participates in the development and presentation of the Department's Operating Budget request, and manages the Department's approved Operating Budget. Provides recommendations concerning the Department's Capital Improvement Program Budget request.

Assigns work to Division Chiefs, forms and leads task forces and committees and evaluates work products - e.g., results of efficiency and productivity studies.

Directs all Department procurement, contracts administration, and personnel management activities.

Works and negotiates with Department Directors and executive level managers and appointed officials of other State and local government agencies as well as community/civic organization leaders to resolve the most difficult transportation management situations.

Directs the coordinated analysis of and response to multi-divisional issues, e.g., review and analysis of Master Plans, Sector Plans, proposed legislation, etc.

Makes presentations to high level County officials which serve as the basis for formulating Executive Branch long range transportation policy and planning.

Serves as the spokesperson for the Department of [Public Works and] Transportation by responding to inquiries from the press, the County Council, other local and State government officials, and citizens.

Serves as the Department Director in the Director's absence.

Performs other related duties.

Recommended qualifications:



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Experience: Extensive (7 years) and diversified executive level transportation [and public works] planning/management experience.

Education: Bachelor's degree in either civil engineering or transportation planning/management from an accredited college or university.

Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills and Abilities:

Extensive knowledge of modern [public works and] transportation management principles, concepts and accepted practices.

Skill in identifying, analyzing and evaluating information concerning highly complex and often politically sensitive [public works and] transportation related issues.

Ability to express facts, conclusions and recommendations clearly and concisely, both orally and in writing.

Ability to plan, set priorities and organize numerous work assignments which are both self-accomplished and achieved by subordinate managers.

Ability to work tactfully and effectively with elected/appointed officials, union representatives, employees, supervisors and managers, community and civic organization leaders and members, and representatives of the private business sector.

Ability to independently perform field investigations and inspections in all types of environmental conditions.

Ability to attend meetings and perform work assignments at locations outside the office.

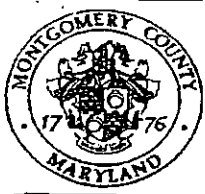
MEDICAL PROTOCOL: Core Exam

Approved: _____

Isiah Leggett, County Executive

Date

July 14, 2008



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Subject	Position Description for Deputy Director Department of Transportation	Number	23-08
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Approved as to form and legality:

David Stevenson

Office of the County Attorney

5/16/08

Date



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Position Description for Deputy Director, Department of Transportation

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Position Description for Deputy Director, Department of Transportation

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Examples of duties:

Directs and actively participates in the development of transportation policy for Montgomery County and the examination of numerous diverse and complex issues and problems directly related to transportation management.

Meets with and makes verbal and written presentations before appointed and elected officials, community organizations and private sector business representatives, and officials of both regulatory and non-regulatory local, State and Federal Government agencies.

Develops and oversees administration of Department-wide policies and procedures which govern



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the actions taken by subordinate management and supervisory personnel.

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Assigns work to Division Chiefs, forms and leads task forces and committees and evaluates work products - e.g., results of efficiency and productivity studies.

Directs all Department procurement, contracts administration, and personnel management activities.

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Makes presentations to high level County officials which serve as the basis for formulating Executive Branch long range transportation policy and planning.

Serves as the spokesperson for the Department of Transportation by responding to inquiries from the press, the County Council, other local and State government officials, and citizens.

Serves as the Department Director in the Director's absence.

Performs other related duties.

Recommended qualifications:

Experience: Extensive (7 years) and diversified executive level transportation planning/management experience.

Education: Bachelor's degree in either civil engineering or transportation planning/management from an accredited college or university.



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Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills and Abilities:

Extensive knowledge of modern transportation management principles, concepts and accepted practices.

Skill in identifying, analyzing and evaluating information concerning highly complex and often politically sensitive transportation related issues.

Ability to express facts, conclusions and recommendations clearly and concisely, both orally and in writing.

Ability to plan, set priorities and organize numerous work assignments which are both self-accomplished and achieved by subordinate managers.

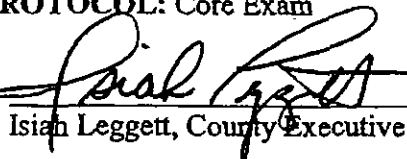
Ability to work tactfully and effectively with elected/appointed officials, union representatives, employees, supervisors and managers, community and civic organization leaders and members, and representatives of the private business sector.

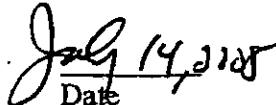
Ability to independently perform field investigations and inspections in all types of environmental conditions.

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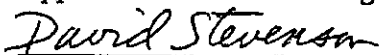
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Approved:


Isiah Leggett, County Executive


Date

Approved as to form and legality:




5/16/08

Office of the County Attorney

Date